

## **Alcohol and Drug**

Nisku Dispatch is dedicated to the health and safety of all its employees, owner operators, the public, the environment and clients. To ensure this, Nisku Dispatch shall take every possible and reasonable effort to reduce the risks of its operations and ensure a healthy and safe workplace. As part of this commitment, Nisku Dispatch recognizes that that the inappropriate use of drugs and inappropriate use of alcohol can have an adverse effect on the health and safety of employees, owner operators, the public, the environment and clients.

The objective of Nisku dispatch alcohol and drug policy is to minimize the risk of impaired performance due to substance use. Employees and owner operators will not be permitted to remain on the work site while their ability to work is affected by drugs, alcohol or other substances. This matter is considered to be a safety and performance issue and shall be dealt with as such.

## **Environment**

It is a priority for Nisku Dispatch to leave no environmental footprint at work locations. All employees of Nisku Dispatch are committed to the preservation of the health and safety of environment, employees and general public

All wastes will be disposed of in accordance with local standards

All spills will be cleaned up and documented in accordance to legislation

All spills will be reported to appropriated regulators as prescribed by legislation

All recyclable goods are collected and delivered to local recycle station

## **Fatigue Management**

It is a requirement that when a worker is fatigued that he or she stop work and report to the dispatcher. The dispatcher can then make the proper arrangements for the individual.

Arrangements may include:

Days off

Hotel

Modified work

No employee will operate equipment while fatigued

## **Heat Stress – Hot Weather**

Individuals working in hot environments are at an increased risk for development of heat-related illnesses. Work environment, relative effort involved and clothing are all potential factors leading to heat stress conditions.

When the body's ability to cool itself is disrupted, body temperature, heart rate and perspiration increase. If the body's temperature does not return to near-normal or tolerable levels, serious illness can result.

The following are descriptions of the forms of heat-related illness that can occur during work in hot weather.

Heat Cramps are caused by heavy perspiration

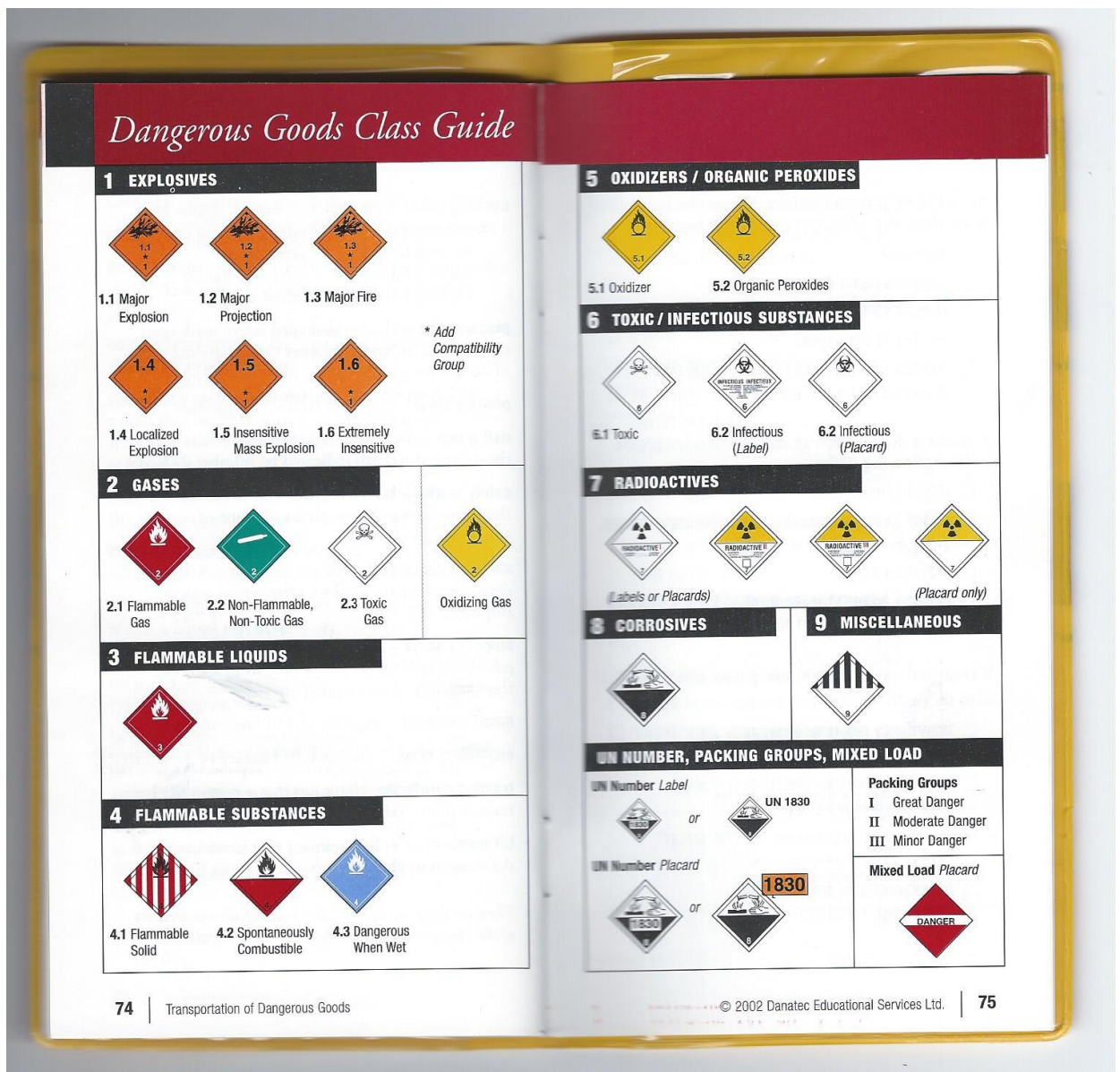
## Hazard Identification and Assessment

Nisku Dispatch is dedicated to protecting workers from hazardour materials in the workplace. All hazards regarding to controlled substances can be identified using the WHMIS system thus protecting employees.

A file with all Material Safety Data Sheets is readily available to all employees

All employees must be Transportation of Dangerous Goods trained (WHMIS)

All controlled substance must be labelled in accordance to WHMIS regulations. A copy of Dangerous Goods Symbols is as follows.



## **House keeping**

Good housekeeping is a reflection on the company as well as the person. Keeping our work sites orderly is not only good for everyone's health and safety, but also reputation.

Nisku Dispatch expects all work sites will be maintained in an orderly and safe fashion.

All tools and equipment will be cleaned and put back in designated area

All floors will be maintained in a clean state

All hazards on floors, liquids, ice, objects will be cleaned, dried removed immediately or the area will be flagged off and signed until it can be cleaned

All washroom facilities will be kept clean and sanitary

Coffee/lunch facilities will be kept clean and sanitary

All waste will be disposed of as per local legislation

All exits must be clear of obstructions

## **Ladder Safety**

No work is to be done from the top two steps of the stepladder, counting the top platform as a rung.

When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.

The stepladder is only to be used in the fully opened position with the spreader bars locked.

Tops of step ladders are not to be used as support for scaffolds.

Do not overreach while on the ladder. Climb down and move the ladder over to a new position.

Only CSA Standard ladders will be used.

Always maintain 3 point contact when on ladders.

## **Office Safety**

Ensure you are conversant with emergency evacuation

Ensure that all electrical cords are in good condition and are not overloaded

Ensure that computer monitors are adjusted to the correct height and kept clean

Ensure fans/space heaters are used to manufacturer specifications

Ensure floors and aisles are kept clear and not cluttered

Ensure that only one drawer of filing cabinet is open at one time and that drawers are closed when not in use

Ensure proper type of fire extinguisher is available

When transporting materials that are heavy ensure that handcarts and trolleys are used properly

Operating microwave according to manufacturer specifications

Ensure coffee makers are used according to manufacturer specifications

Ensure photocopier is maintained according to manufacturer specifications

Ensure chairs are in good repair

Ensure rugs are kept clean and in good repair – free from tripping hazard

Ensure paper cutter blade is placed in closed lock position

Ensure all loose clothing is tied back when using the paper shredder

## **Right to Refuse Work**

As legislation dictates an employee has the right to refuse work, if on reasonable grounds, he or she believes there exists an imminent danger to the health and safety of the worker.

Nisku Dispatch expects all employees to exercise the right to refuse by following the steps listed below:

Remove yourself from immediate danger

Protect others from the danger: Alert, Sign, Barricade, etc.

Contact Nisku Dispatch management or dispatcher

Document the hazard

Along with a Nisku Dispatch supervisor, conduct a hazard assessment.

Implement corrective actions

Follow up with management or dispatcher

## **Violence, Harassment and Discrimination**

Nisku Dispatch is committed to providing a work environment that is free of discrimination, violence and harassment

Any conduct, which threatens, intimidates or demeans an individual will not be tolerated

All incidents of violence, discrimination or harassment will be immediately reported to management, investigated and documented

Any Nisku Dispatch employee found to be in contravention of this policy will be subject to disciplinary action

Any employee or affiliate of Nisku Dispatch found to be in contravention of this policy may also be reported to the local police